

WASHINGTON STATE – EMPLOYMENT OPPORTUNITY

**WASHINGTON SCHOOL FOR THE DEAF
HUMAN RESOURCES OFFICE**

**611 Grand Blvd.
Vancouver, WA 98661-4918
(360) 696-6525 extension 4326 (V/TTY)
www.wsd.wa.gov**

**RECRUITMENT ANNOUNCEMENT
Bulletin Number: 0604-LL-OC**

**Opening Date: 11/01/04
Closing Date: 11/15/04**

POSITION: CUSTODIAN (83190)

SALARY: Range 24 (\$1,672.00 - \$2,100.00 per month)
This is a twelve-month position.
Swing Shift Schedule: 4:00 p.m. – 12:30 a.m. (includes shift premium)

LOCATION: This employment register will be used to fill vacant positions at the Washington School for the Deaf in Vancouver, Washington.

WHO MAY APPLY: Interested individuals who qualify may apply.

ESSENTIAL FUNCTIONS (to include but not limited to):

1. Cleans buildings, rooms, offices, cottages, workshops, and other institutional facilities. Sweeps, mops, scrubs, strips wax and polishes floors.
2. Cleans restrooms, bathrooms, showers and toilet facilities. Supplies facilities with paper products, soap and other items as needed.
3. Moves furniture and equipment and arranges tables and chairs for special events.
4. Maintains inventories and creates reports. Requests supplies and equipment.
5. Operates vacuums, buffers, auto scrubbers and other equipment. Checks conditions of lights, switches, plumbing and other fixtures and may work from a stepladder.
6. Performs minor maintenance repair work such as changing light bulbs and some painting.
7. Performs summer work duties such as total cleaning of all buildings from the ceiling, to the walls and windows, to the floors. Performs deep cleaning duties.

REQUIREMENTS: Must have knowledge of cleaning methods, safety practices, equipment and supplies used in general custodial work. Must have the ability to operate hand and power cleaning and polishing equipment; handle fragile items carefully; follow written and oral instructions; get along with other people; do sustained physical work; move with some agility; work from a stepladder; maintain inventories; read and write at least an eighth grade level.

Preference will be given to those with previous custodial, janitorial, or housekeeping experience. The successful candidate must be willing to learn American Sign Language (ASL).

CUSTODIAN (83190)

SPECIAL NOTES: The Washington School for the Deaf has a restricted smoking policy. Smoking is not allowed in agency facilities, buildings, state vehicles, or on school grounds.

A valid Washington or Oregon driver's license is required at the time of appointment (depending on state of residence).

Background inquiries of convictions and pending criminal charges shall be completed on applicants prior to appointment to positions in the Washington School for the Deaf which are directly responsible for the supervision, care or treatment of children. Information obtained from background inquiries will not necessarily preclude employment, but will be considered in determining the applicant's character.

It is a condition of employment that, at the time of appointment to this position, the successful candidate is required to become a member of the local union shop.

Note: For some positions in this class, the employing agency may require, prior to appointment, that candidates pass an examination by a physician to determine ability to lift heavy objects (i.e., turning mattresses, moving furniture, buckets of soap solutions or water). Working from stepladders to change bulbs in areas with high ceilings is also common to jobs in this class.

If claiming Veteran's preference, applicant must submit a copy of DD-214.

APPLICATION DEADLINE: Applications must be received by or postmarked no later than 11/15/03.

**WHERE TO SUBMIT
YOUR APPLICATION:**

Washington School for the Deaf
ATTN: Human Resources
611 Grand Boulevard
Vancouver, WA 98661
April.Rounds@wsd.wa.gov

EXAMINATION PROCEDURE: The examination is an evaluation of your experience and training (E&T). Be sure to fill out your application completely and provide enough information about your education, training and experience to allow us to give you proper credit for them. Promotional candidates will be ranked according to scores earned in the examination, weighted 100%. All other candidates who qualify will be certified as "eligible" and will have their names placed on noncompetitive registers. No additional information will be accepted after the application deadline. We may verify your statements.

CUSTODIAN EXPERIENCE AND TRAINING TEST

NAME : _____ DATE : _____

THIS IS A TEST. This test evaluates your background for working as a custodian. The information you provide on the application and on this form will determine whether you qualify to be on the list of people who may be hired. We may verify your statements.

Put your name and the date in the spaces above. Then answer all the questions below by checking "yes" or "no." Attach this test to your completed State Application form. To get credit you must answer the question. NO ADDITIONAL INFORMATION WILL BE ACCEPTED AFTER THE CLOSING DATE OF THIS EXAMINATION ANNOUNCEMENT.

-
- | | <u>YES</u> | <u>NO</u> | <u>EDUCATION/TRAINING:</u> |
|----|------------|-----------|---|
| 1. | _____ | _____ | Vocational School/Community College <u>classroom</u> training in general office custodial work. |
| 2. | _____ | _____ | Vocational school/Community College <u>classroom</u> training in operation of heavy equipment to strip and wax. |
| 3. | _____ | _____ | Vocational school/Community College <u>classroom</u> training in window washing using scaffolding. |
| 4. | _____ | _____ | High School Diploma or GED. |
| 5. | _____ | _____ | Provided custodial/janitorial services for commercial or government office buildings for 12 months. |
| 6. | _____ | _____ | Provided custodial/janitorial services for institutional buildings (e.g. schools or hospitals) for 12 months. |

EXPERIENCE: (Mark yes only to those activities you have done as part of a job. Do not count work you might have done around your own household.)

- | | <u>YES</u> | <u>NO</u> | <u>EXPERIENCE</u> |
|-----|------------|-----------|---|
| 7a. | _____ | _____ | Used corrosive cleaning chemicals (e.g. bowl cleaners and polishes) routinely as part of a job. |
| 7b. | _____ | _____ | If you did 7a. within the last three years. |

(continued on next page)

CUSTODIAN (83190)

BULLETIN NUMBER: 0604-LL-OC

PAGE 4

- | | <u>YES</u> | <u>NO</u> | <u>EXPERIENCE (CONT'D)</u> |
|------|------------|-----------|---|
| 8. | _____ | _____ | Operated mechanical cleaning equipment (e.g. buffers, burnishers, shampooers/extractors) as part of a job for 3 months. |
| 9. | _____ | _____ | Operated custodial/janitorial equipment weighing over 200 pounds. |
| 10. | _____ | _____ | Held a job within the past 3 years where you were required routinely to lift and carry 50 pounds. |
| 11. | _____ | _____ | <u>Performed non-routine custodial/janitorial duties:</u> |
| a. | _____ | _____ | Stripped and refinished floors. |
| b. | _____ | _____ | Cleaned walls, drapes and light fixtures. |
| c. | _____ | _____ | Moved furniture and set up rooms for special events. |
| 12a. | _____ | _____ | Routinely worked on a scaffold or ladder. |
| b. | _____ | _____ | Routinely worked on a scaffold or ladder more than 10 feet above the ground. |
| 13. | _____ | _____ | Drove a pickup or 1/2 ton or 1 ton vehicle as part of a job. |
| 14. | _____ | _____ | Worked without a supervisor present at least 50% of the time for 6 months or more. |
| 15. | _____ | _____ | Maintained an inventory and ordered supplies for 6 months. |
| 16. | _____ | _____ | Wrote short reports (e.g. incidents or work orders). |
| 17. | _____ | _____ | Worked for 3 months or more where shift work, weekend or overtime was required. |
| 18. | _____ | _____ | Assigned duties to others as lead worker or supervisor for 6 months or more. |
| 19. | _____ | _____ | Trained others in custodial/janitorial duties as part of a job for 6 months or more. |

THE STATE OF WASHINGTON IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, RACIAL AND ETHNIC MINORITIES, PERSONS OF DISABILITY, PERSONS OVER 40 YEARS OF AGE, AND DISABLED AND VIETNAM VETERANS ARE ENCOURAGED TO APPLY. PERSONS OF DISABILITY NEEDING THIS JOB ANNOUNCEMENT IN AN ALTERNATIVE FORMAT MAY CALL (360) 696-6525 ext. 4326 V/TTY. APPLICANTS WITH DISABILITIES WILL RECEIVE CONSIDERATION FOR REASONABLE ACCOMMODATION IN THE HIRING PROCESS FOR ANY PHYSICAL, MENTAL, OR SENSORY IMPAIRMENT. APPLICANTS MAY SUBMIT REQUESTS FOR REASONABLE ACCOMMODATION WITH JOB APPLICATIONS TO WSD HUMAN RESOURCES DEPARTMENT. THE DECISION TO GRANT REASONABLE ACCOMMODATION WILL BE ON A CASE-BY-CASE BASIS.

CUSTODIAN (83190)

CUSTODIAN (83190)